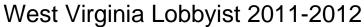
WV Ethics Commission 210 Brooks St., Suite 300 Charleston WV 25301 304-558-0664

Important information

# **Employer Representation / Authorization**





IMPORTANT: This form is to be completed and signed by both the <u>Employer and the Lobbyist</u>. Original signatures are required. This authorization is valid through 2012 unless cancelled, changed or amended in writing before that time.

Note: All questions must be completed or the form will be returned.

Paid by check credit card (This is in addition to the base lobbyist registration fee of \$100.00)  Is this is your initial registration? A completed Lobbyist Registration (LRS-1) must accompany this form.  Is this is an additional representation? An Amended Lobbyist Registration Statement must accompany this form.		
	listed on Lobbyist Registration fo	
	Phone:Fa	
Represented Emplo	oyer, Organization or Association	
None.		
► Name Complete name of repr	resented Employer, Organization or Association	
► Mailing address:		
	phone: fax:	
Check only one: Re	on for this employer/authorization etained solely as lobbyist hpaid volunteer egular employee, services include but are not limited to lo	
► Is the lobbyist employed or retain compensation paid to the lobbyist is	ned under any agreement, arrangement or understanding s contingent upon the success of his or her lobbying activ Not applicable	by which any
►Lobbyist Signature: X	Date: _	
. Employer certifica	tion	
this Statement of Representation is	bove is authorized to lobby on our behalf, and that to the strue, correct and complete. For questions or to obtain in a Commission or refer to the website <a href="www.wvethicscomm">www.wvethicscomm</a>	nstructions for completing
► Authorized Signature: X	Date:	
	Title:	

# **WV Lobbyist Employer Statement of Representation**

(Do not fax this form back to us. Original signatures are required)

## **General information**

Lobbyists are not permitted to Lobby until they are registered with the West Virginia Ethics Commission and complete certain training requirements. The Ethics Act places responsibility on the one who employs a lobbyist to see that the lobbyist is registered before any lobbying is done on the employer's behalf. It is a violation of the Act to employ a person to lobby who is not registered as a lobbyist....EXCEPT... upon condition that the person registers as soon as practicable before lobbying.

# Reporting by the Lobbyist is required

The employer is responsible for ensuring that any lobbying related expenditures which it makes and which are required to be reported, are reported by its registered lobbyist. [e.g. The employer of a lobbyist holds a reception for all legislators. The employer pays all expenses directly and lobbyist has no involvement except to attend and talk with the legislators. The lobbyist must report the total cost of the reception appropriately.] The expenditures which are required to be reported are set forth in WV Code 6B-3-1 et. seq. and in the Ethics Commission's rule, 158 CSR 12, entitled Lobbying. If the employer has any questions concerning whether certain expenditures are reportable, then the employer or lobbyist should contact the WV Ethics Commission for clarification.

Lobbyists must report lobbying activities and expenditures three times a year as follows.

May 15 - covers the months of January, February, March, April
September 15 - covers the months of May, June, July, August
January 15 - covers the months of September, October, November, December

Reporting dates are strictly enforced and fines of **\$10.00 per day** levied for late filing (maximum \$250.00). Reporting via facsimile is not permitted. The necessary reporting forms are mailed in advance of the reporting dates to the lobbyist mailing address indicated on the registration form. Please notify us promptly of any mailing address changes or corrections. All forms are available on the Ethics Commission website <a href="https://www.wvethicscommission.org">www.wvethicscommission.org</a>

#### Representation acceptance

When this form and the appropriate fees are accepted by the Ethics Commission, the lobbyist is then registered to represent your organization. This registration is valid through the end of calendar year 2010, unless terminated in writing before that time.

# Registration expiration

Lobbyists are required to re-register in odd numbered years.

### Questions

Any questions regarding lobbyists, registration, and reporting should be addressed to the WV Ethics Commission, 210 Brooks St., Ste. 300, Charleston WV 25301. Telephone: 304 558-0664, Fax: 304 558-2169.

Email: lucy.a.suchy@wv.gov Web address: www.wvethicscommission.org